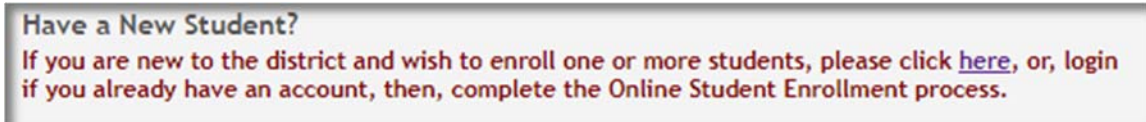


Setting up Parent Portal and Enrolling a New Student

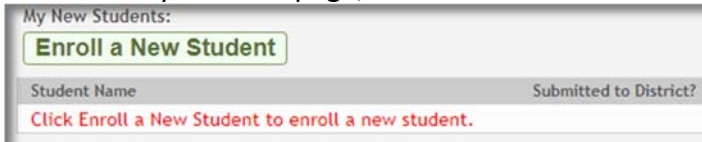
1. On the txConnect page, click the green TxConnect icon. Then click the link under **Have a New Student**. Follow the instructions to create a txConnect account and log on. Here's what it looks like:



2. Verify your email address. You should receive an email with a verification code. Enter the code in the Verification Code box and click Verify Code. *You do not need to fill out the Add Student information here.* Click Complete.



3. From the My Account page, click **Enroll a New Student**.



4. Complete Step 1 and click **Continue**.



5. If you see this "CAPTCHA" validation -



- a. Yes: On Step 2, enter the CAPTCHA code then click Continue
 - b. No: On Step 2, complete the email verification process then click Continue.
6. Continue through the enrollment wizard and submit to district.
 7. Your district will provide you with a Student Portal ID for your student.
 8. Once you have the Student Portal ID, log in to txConnect and click Add or Remove Student to add the student to your account.

